

**MINORITY BUSINESS DEVELOPMENT AGENCY  
U.S. DEPARTMENT OF COMMERCE  
Friday, January 4, 2008  
1:00 P.M. E.S.T.**

**Minority Business Enterprise Center (MBEC) Program – El Paso  
PREAPPLICATION CONFERENCE**

---

**12:45 p.m. - 12:55 p.m. Dial-in Begins for Teleconference Participants**

12:55 p.m. – 1:00 p.m.	Roll Call	Efrain Gonzalez
1:00 p.m. – 1:10 p.m.	Overview of Teleconference Protocol	Efrain Gonzalez
1:10 p.m. – 1:15 p.m.	Welcome	John Iglehart
1:15 p.m. – 1:30 p.m.	Program Background <ul style="list-style-type: none"><li>• Strategic Growth Initiative</li><li>• Program Design &amp; Objectives</li><li>• Customer Relationship Management</li><li>• Eligibility &amp; Limitations</li><li>• Funding Priorities</li></ul>	Efrain Gonzalez
1:30 p.m. – 1:45 p.m.	Questions and Answers	
1:45 p.m. – 2:00 p.m.	Work Requirements <ul style="list-style-type: none"><li>• Geographic Service Area</li><li>• Establishment of Office</li><li>• Training</li><li>• Work Requirements</li></ul>	Carlos Guzman
2:00 p.m. – 2:10 p.m.	Questions and Answers	
2:10 p.m. – 2:20 p.m.	Computer Requirements <ul style="list-style-type: none"><li>• General Requirements</li><li>• Network Design</li><li>• Desktop Workstations</li><li>• Maintenance &amp; Security</li><li>• Website</li><li>• Time for Compliance</li><li>• Performance System</li><li>• Data Integrity</li><li>• Network Map</li></ul>	Shirley Dean
2:20 p.m. – 2:30 p.m.	Questions and Answers	
2:30 p.m. – 2:45 p.m.	Grants.Gov – Online Applications <ul style="list-style-type: none"><li>• Search for Grant Opportunity</li><li>• Download Package</li><li>• Work Offline</li><li>• Register</li><li>• Submit an Application</li></ul>	Efrain Gonzalez
2:45 p.m. – 3:00 p.m.	Question and Answers	
3:00 p.m. – 3:15 p.m.	General Instructions & Required Documentation <ul style="list-style-type: none"><li>• Required Forms &amp; Key Points</li><li>• OMB Circulars</li></ul>	Michael Nelson
3:15 p.m. – 3:30 p.m.	Questions and Answers	

**MINORITY BUSINESS DEVELOPMENT AGENCY  
U.S. DEPARTMENT OF COMMERCE  
Friday, January 4, 2008  
1:00 P.M. E.S.T.**

**Minority Business Enterprise Center (MBEC) Program – El Paso  
PREAPPLICATION CONFERENCE  
(Continued...)**

---

3:30 p.m. - 3:45 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• Measures and Bonus Points</li><li>• Standards</li></ul>	
3:45 p.m. – 3:55 p.m.	Questions and Answers	
3:55 p.m. - 4:05 p.m.	Proposal	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• End in Mind</li><li>• Format</li><li>• Review and Selection process</li></ul>	
4:05 p.m. – 4:20 p.m.	Questions and Answers	
4:20 p.m.	Close	

**MBDA Resource Team**

Efrain Gonzalez, Chief, Office of Business Development  
John Iglehart, Regional Director, Dallas National Enterprise Center  
Carlos Guzman, National Business Development Specialist, Office of Business Development  
Jedd Vertman, Chief Counsel  
Shirley Dean, Deputy Chief Information Officer

**Department of Commerce Resource Team**

Michael Nelson, Chief, Grants Management Division, NOAA

**Pre-Application Conference Taping**

MBDA shall make a record of all questions and answers taken during the Pre-Application Conference. This teleconference will be taped and will be accessible through January 25, 2008, 10:00 p.m., CST. To access the taping, please call 1-800-294-3089.

**Notice**

The pre-application conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.